

Memorandum of Agreement Between the City of San Jose  
and the Santa Clara Valley Water District for  
Trash Prevention and Removal



2005 Annual Report  
December 15, 2005

## **Introduction**

This report summarizes the first year activities associated with the City and District Memorandum of Understanding for Trash Prevention and Removal Services (Trash MOA). The City Council and District Board approved the Trash MOA in September of 2004. Shortly following MOA approval, a Joint Trash Team comprised of members from the District and City was established to develop and implement a work plan. See Attachment B for a list of Joint Trash Team members. The Trash MOA Executive Committee approved the 2005 Trash MOA Work Plan in January 2005. The Work Plan included six objectives:

- A. Provide a program contact list.
- B. Implement partnered cleanup projects.
- C. Evaluate opportunities for improved use of enforcement and education.
- D. Establish a joint schedule for cleanup activities in overlapping maintenance areas.
- E. Cooperate on SCVURPPP trash work plan activities.
- F. Develop annual Trash MOA work plan and report.

The Trash MOA specifies that the Joint Trash Team shall prepare an Annual Report, describing the status of work plan activities and submit it to the Executive Committee by December 15th of each year. This report is intended to provide a status update and to highlight relevant activities, successes and challenges associated with each objective in accordance with the Trash MOA.

<b>Objective A</b>
<b>Provide Program Contact List</b>

### **Description and Status**

This objective was met in 2005 and the Program Contact List is attached as Attachment C. The purpose of the Contact List is to facilitate reporting of maintenance and compliance issues identified by field staff from one agency to the other. The need for a Contact List was based on field staff input regarding the difficulty associated with identifying where to direct various types of maintenance issues. The initial step of this exercise was to identify and list all trash removal and maintenance programs currently operated by the City and by the Water District. The survey of programs was completed and attached to the 2005 Trash MOA Work Plan as Attachment B. The program list information was updated and reformatted into a two-page reference sheet that includes programs, contact names and telephone numbers. The City and District distributed copies of the Contact List to the appropriate field staff. The mechanism for distributing the list has varied, but typically the list was distributed at staff meetings.

### **Evaluation**

#### *Successes*

Informal feedback from field staff using the Contact List indicates that it is useful. The JTT considers the Contact List a living document that will require regular updates as phone numbers

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and staff responsibilities change. As team members become aware of updates they will report them for incorporation into the next update.

### *Challenges/Improvements for 2006*

- Establish regular update schedule – Every six months, quarterly, etc
- Obtain more formal feedback from Contact List users to determine whether the list has the information that they need/use.

## **Objective B**

### **Implement Partnered Cleanup Projects**

#### Description and Status

This objective was met in 2005. The purpose of the partnered cleanup projects is to pool City and District resources to address up to three trash problem areas each year that fall outside the scope of the City and District routine trash removal activities. Each partner contributes resources to carryout the cleanup projects. The District has primarily taken responsibility for providing labor and site supervision, while the City has primarily provided garbage collection and disposal. The City has tapped into the resources of several city departments to aid in the partnered cleanup efforts. Department of Transportation (DOT) and Parks, Recreation and Neighborhood Services (PRNS) have been instrumental in collecting and disposing of garbage, large items, and hazardous materials.

As a result of the cleanup projects, approximately 8.5 tons of garbage, illegally dumped large items (appliances, furniture, etc), and hazardous waste (batteries, oil) were removed from creek areas. The partnered cleanup projects completed in 2005 are listed in Attachment A. The cleanup projects provided the most visible outcome and demonstration of collaboration resulting from the Trash MOA in 2005.

#### Evaluation

##### *Successes*

- More than 8.5 tons of garbage was collected and disposed through the pooled resources of the City and the District.
- The Trash MOA activities served to support efforts to cleanup the Guadalupe River Park area in preparation for the Grand Opening Celebration held in September. The Joint Trash Team successfully coordinated its efforts with the Guadalupe River Park Ranger.
- The cleanup projects provided an opportunity to clean up areas of the creek that may have otherwise remained unclean.
- The City was able to retain a compactor truck and rededicate it to litter abatement programs.
- A public education component was added to the cleanup projects thanks to the District mailing of a flyer to residences and businesses surrounding the Coyote Creek at Quinn cleanup site held in July.

*Challenges /Improvements for 2006*

- The use of roll-off boxes for collection of garbage was found non-conducive for most cleanups because the garbage container remains stationary while crews must move from one area to the next. When roll-off boxes are used trash may have to be handled twice, resulting in minimized efficiency. Another difficulty experienced with using roll-off boxes is that drop-off and pickup must be scheduled in advance. Cleanup locations may have locked gates that restrict access and flexibility for pick up and delivery. If boxes are left unattended over night, illegal dumping may occur. Space restrictions may also limit the drop-off and collection of roll off boxes. For the reasons stated above, the Joint Trash Team found that use of a mobile garbage collection vehicle works best for cleanup projects.
- Hazardous materials most commonly encountered during the 2005 cleanup projects were automotive fluids (primarily oil) and batteries. The DOT utility truck handled the majority of these items, but is limited to carrying only small quantities due to State restrictions on the transport of hazardous materials. For 2006, alternatives must be identified for handling larger quantities of hazardous wastes.

**Objective C**

**Evaluate Opportunities for Improved Use of Enforcement and Education**

Description and Status

This objective was not fully completed in 2005. A subcommittee was established to address the issues of enforcement and education and a Joint Trash Team meeting was employed to discuss the City's Code Enforcement activities. At that meeting, a Code Enforcement representative explained the limitations related to illegal dumping in creek areas. No new opportunities for collaboration were identified as a result of the discussion. The City's Watershed Enforcement section supervisor was invited to a later meeting to participate in a similar discussion. The discussion served to clarify the appropriate contacts and the process for responding to complaints. While no new collaborative opportunities resulted from the discussion, the information shared will help improve communications between Watershed Enforcement and the District.

City and District representatives who manage school and community outreach programs met to discuss potential opportunities for collaboration and concluded that collaboration was not practical on school assembly programs because of the differing scopes of each program. The District's school assembly program is comprehensive with respect to water related issues and is delivered to many schools each year, while the Anti-litter Program school assembly program is narrower in scope and delivered to only a few schools each year. The Anti-Litter assembly program mentions the connection between litter and the condition of urban creeks, but is primarily focused on the practical "do not litter" message. The District assembly program mentions trash/litter as a problem, but is primarily a water education program. The presentations

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include information on conservation, watershed awareness, pollution preventions and more. However, it was determined that the City and District can support the anti-litter programs of one another by distributing educational materials about the other's program at venues where both are not present. For example, the Anti-Litter program can make District education materials available at the many smaller neighborhood events that the District is unlikely to attend. The District will likewise make Anti-Litter Program brochures available at certain events. The Anti-Litter and the Adopt-A-Creek programs have exchanged supplies of flyers.

### Evaluation

#### *Successes*

- Ongoing cooperation continues between the District and the City Police Department Metro Unit in addressing homeless encampment cleanup in San Jose. The partnership with the Metro Unit serves as an example of an effective trash management collaboration with an enforcement element. The District and the Metro Unit coordinate homeless encampment cleanups with two components. The weekend program includes utilization of the Santa Clara County Department of Corrections weekend labor. Metro Unit provides oversight for the County labor as well as posting of the site and processing of any homeless who have outstanding warrants. The District provides staff and equipment for compacting and transporting the trash. The second part of the program is during the week. The Metro Unit provides posting of homeless encampments and follow-up with homeless individuals when the cleanup occurs. The District provides the labor, equipment and disposal of trash for this program.
- A District public education representative participated in the City's recent efforts to implement the "Go Green Initiative" in San Jose Schools. The initiative is targeted to go live in 2006 and will offer to schools a menu of environmental education ideas on a variety of topics including pollution prevention and antilitter.
- The District's mailing of educational flyers to approximately 500 businesses and residences located in the vicinity of the Coyote Creek at Quinn cleanup site was an effective way to tie together the trash cleanup and educational components of the Trash MOA. The purpose of the mailing was to inform area residents and businesses of the work that was done and opportunities to help keep the creek clean. The flyer in its current form educates readers about watersheds and provides information about the District's Creek Wise Program. Plans are to distribute prior to the work being completed to area residents and businesses in association with future projects. City and District staff will collaborate on the development of a unique mailer template for future cleanup projects to acknowledge the partnership between the agencies and to educate the community on the value of cleanup activities.

#### *Challenges / Improvements for 2006*

- The Joint Trash Team will evaluate the effectiveness of exchanging public education materials for distribution.
- Determine whether opportunities exist to collaborate on the issue of enforcement.

## Objective D

### Establish a Joint Schedule for Cleanup Activities in Overlapping Maintenance Areas

#### Description and Status

This objective was not fully completed in 2005. A subgroup was established to identify a pilot project for maintenance. The subgroup had preliminary discussions and developed a concept of a maintenance exchange pilot. Rather than maintaining a given site jointly, the pilot would call for City staff to maintain a selected District owned site that is adjacent to a developed/regularly maintained City owned site. In exchange, the District would maintain City land located adjacent to a regularly maintained District location. The group established general criteria for maintenance pilot locations and reviewed some potential sites. Final sites have not yet been identified.

Another arrangement that the Joint Trash Team began discussing this year is sharing maintenance project resources. The concept is that resources could be shared when either City or District maintenance crews are performing cleanup projects that use Department of Correction, James Boys Home, or other similar labor crews, in areas where City and District share ownership of the cleanup site or adjacent sites. For example, if the City has plans to use the Department of Corrections labor to perform maintenance cleanup activities, and District maintained property is adjacent, the District will send resources such as heavy equipment to support the effort. The details of this concept are still in the development stage.

The team will continue working to identify sites suitable for piloting. After sites have been identified, a pilot will be implemented in 2006.

#### Evaluation

##### *Successes*

- Identified two potential pilot designs to share maintenance resources in 2006.

##### *Challenges/ Improvements for 2006*

- City and District maintenance frequencies are different. The City maintains many of its sites twice each week or more. The District sites maintained under the Good Neighbor Program are visited only once per quarter.
- City park district and District watershed maintenance boundaries present another challenge in carrying out a maintenance exchange pilot that presents a need for an extra measure of coordination. The City owned and District owned pilot sites are likely to be located in two different park districts and two different watershed boundaries which will require coordination with two sets of maintenance managers.
- Once pilot sites have been identified, the work group will establish the specific parameters for the pilot, including specific maintenance responsibilities and length of pilot.

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- Implement pilot program and evaluate results. Based on results determine whether the pilot should continue and if it should be expanded to additional sites.
- Complete evaluation of opportunity to share resources for selected Department of Correction, James Boy's Home (or other) labor crew cleanup maintenance projects.

### Objective E

#### Cooperate on SCVURPPP Trash Work Plan Activities

##### Description and Status

This objective was not fully completed in 2005. Information on the first round of trash assessments were shared via the SCVURPPP Ad Hoc Task Group meetings. While the Joint Trash Team did not collaborate on identifying ongoing trash management practices for specific hotspots, the partnered cleanup projects served to address a subset of trash problem areas. The City and District have had preliminary discussions about possible ways to partner in 2006, including jointly conducting trash assessments and minor clean ups together.

##### Evaluation

###### *Successes*

- Guadalupe River joint cleanup project addressed trash accumulated at Trash hotspot locations.

###### *Challenges/ Improvements for 2006*

- In 2006, the City and District will explore the possibility and potential benefits of performing joint trash assessments.

### Objective F

#### Develop Annual Trash MOA Work Plan and Report

##### Description and Status

This objective was met in 2005. The Trash Prevention and Removal Program Review Matrix was updated and included as an attachment to the 2005 Work Plan submitted to the Trash MOA Executive Committee for review. This Annual Report includes documentation and evaluation work done to date by the Joint Trash Team to identify opportunities to better coordinate. It is anticipated that in 2006, the team will continue to review new opportunities and identify ways to improve existing coordination and collaboration efforts.

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### Evaluation

#### *Successes*

- The Joint Trash Team collaborated to produce a work plans and annual report.

#### *Challenges/Improvements for 2006*

- The Joint Trash Team recommends that the Executive Committee change the deadline for the Work Plan to January 2006.



**Attachment A**  
**2005 Joint Trash Cleanup Projects**

Where	When	Resources	Trash Removed
<u>Coyote Creek at Quinn</u> - Between Quinn Avenue and Tully Road. - City owned area with District easement for flood control purposes.	June 20 –June 22	<u>District</u> - Onsite supervision - Truck with winch - Conservation Corps and James Boys Ranch labor crews <u>City</u> - Garbage collection and disposal - Hazardous materials collection and disposal - Large appliances	- 4.5 tons of garbage - Large items - Oil and batteries
<u>Guadalupe River</u>	August 27	<u>District</u> - Onsite supervision - Department of Corrections labor crews (crew of 40) <u>City</u> - Garbage collection and disposal - Hazardous materials and large item collection and disposal - Supplies (bags, litter sticks, etc)	- 2.5 tons of garbage - Large items - Hazardous material
<u>Coyote Creek at Montague Expwy</u>	October 11-12	<u>District</u> - Onsite supervision - Department of Corrections Crews - Portable restroom <u>City</u> - Garbage collection and disposal - Hazardous materials collection and disposal - Supplies (bags, litter sticks, etc)	- 1.5 tons of garbage - Hazardous materials

## **Attachment B**

### **2005 Joint Trash Team**

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